

**Perry Township Board of Trustees**

**Regular Meeting**

**February 1, 2022 7:00 pm**

**Call to Order/ Pledge of Allegiance:**

**Public Speaks: Scheduled Speakers:**

**Excused absence:** Fire Chief Sedlock

**Additions/Deletions to Agenda:** Trustee DeChiara requested to add a discussion concerning the Park Restrooms.

**Public Hearings/Invited Guests:**

**Communications:**

Trustee Nelligan stated that today is "Ohio Township Day", February 1, 2022. She stated that this day is to promote and encourage township officials to visit township schools to explain township government and their requirements to serve as a township official. Trustee Nelligan and Trustee Miller were honored to visit Watson School's 4<sup>th</sup> graders.

**Public Speaks on items up for Board Approval:**

**Township Business requiring Board Action:**

**Unfinished Business:**

**New Business:**

**Park Restrooms**

Trustee DeChiara would like to set up a work session to include Superintendent Masalko and Administrator Martin to get the issue moving again. He would like to set up a 6:00 p.m. session to discuss the park restroom project. The Board agreed to set up a work session concerning the Park Restrooms on February 15, 2022. Trustee DeChiara asked Administrator Martin if she could bring the architect information from the initial project to show the new trustees.

**Fiscal Officer:**

Fiscal Officer Chessler proposed a motion that the Board consider accepting a motion to approve bills and payroll in the amount of \$481,564.10 for the week ending 1-18-2022 and bills only in the amount of \$70,740.01 for the week ending 1-25-2022 for a combined total of \$552,304.11; Trustee Miller stated so moved. Seconded by Trustee Nelligan.

ROLL CALL: Ms. Nelligan, yes. Mr. Miller, yes. Mr. DeChiara, yes.

### **Consider Bank Reconciliation Documents**

Fiscal Officer Chessler proposed a motion that the Board consider the December Bank Reconciliations. Fiscal Officer Chessler asked the Board to also review reports of the EMS receipts for the month of December and other financial information. Trustee Miller stated so moved. Seconded by Trustee Nelligan.

ROLL CALL: Ms. Nelligan, yes. Mr. Miller, yes. Mr. DeChiara, yes.

### **Consider Clearing Checks That Are Over One Year Old**

Fiscal Officer Chessler stated the function the fiscal office undertakes every year in doing the bank reconciliation, is we go through each month and reviewing what checks have been issued and cashed. In the course of the year, we find a handful of checks that have been issued but have not been cashed. We are needing to clear these checks from our books. Fiscal Officer Chessler proposed a motion that the Board consider clearing checks in the supporting documents that show checks that have been issued and not cashed and reconcile those to have an accurate accounting for our funds. Trustee Miller stated so moved. Seconded by Trustee Nelligan.

ROLL CALL: Ms. Nelligan, yes. Mr. Miller, yes. Mr. DeChiara, yes.

### **Administration:**

#### **Consider Stark County Engineers Mileage Certification**

Administrator Martin stated attached for the Board's review and approval is the Annual Township Highway Systems Mileage Certification form. The certification form is provided to the Board from ODOT on an annual basis and requires the signature of all three Trustees. The total certified mileage at the end of the calendar year 2020 for Perry Township, Stark County was 145.306 miles. The signed mileage certification form will promptly be submitted on February 2, 2022 to Aaron Shvach, ODOT Technical Services.

Trustee Nelligan made a motion to consider Stark County Engineers Mileage Certification. Seconded by Trustee DeChiara.

ROLL CALL: Ms. Nelligan, yes. Mr. Miller, yes. Mr. DeChiara, yes.

### **Fire Department:**

### **Police Department:**

#### **Consider Hiring Zacharie Lohr For Full Time Police Officer**

Chief Pomesky recommend to the Board of Trustees to hire Zacharie Lohr to the Perry Police Department. Mr. Lohr graduated from Massillon High School in 2008. Mr. Lohr has law enforcement experience from Lawrence Township and Massillon Municipal Court. Chief Pomesky stated Mr. Lohr previously worked for our police department and relocated to Florida to be with family. Mr. Lohr is in the process of moving back to Ohio. While conducting Mr. Lohr's background check, we spoke with

many people including his previous employers. Everyone spoke very highly of Mr. Lohr, and Chief Pomesky stated he looks forward to bringing him to our team. Mr. Lohr's start date will be March 7, 2022. Starting salary will be \$25.00 per hour and he will be entitled to a uniform allowance in the amount of \$1,200.00. Mr. Lohr has successfully passed the required pre-employment tests and background checks for our department. Hiring Mr. Lohr will replace one of two vacant positions that are open as an officer has previously retired.

Trustee Nelligan asked if there is a motion to consider hiring Mr. Zacharie Lohr as a full-time police officer.

Trustee DeChiara made a motion to consider hiring Mr. Zacharie Lohr as a full-time police officer. Mr. Lohr's start date will be March 7, 2022 with all benefits negotiated with the Police Union. Starting salary will be \$25.00 per hour and he will be entitled to a uniform allowance in the amount of \$1,200.00. Seconded by Trustee Miller.

ROLL CALL: Ms. Nelligan, yes. Mr. Miller, yes. Mr. DeChiara, yes.

### **Road and Park Department:**

### **Resolution 2022-37**

#### **Zoning:**

Zoning Inspector Whytsell stated he is seeking approval from the Board of Trustees to enter into a contractual agreement with iWorQ Software Systems to purchase and utilize their web-based software applications and services. The purpose and scope are to streamline the zoning department processes including but not limited to the following:

- Digital record keeping
- Creations of Digital Permits/Permit Applications
- Online access to a public portal for permit applications and permit status
- Digitize files of Zoning Inspections, violation notices, follow up inspection notices and assessments.
- Nuisance Tracking
- GIS Mapping
- Digital record submittals to the county and county auditor sites
- Ability to perform digital field inspections and image gathering for reporting with tablets or smart phones.

Zoning Inspector Whytsell stated the training could consist of conference calls twice weekly, remote (Zoom) training 1x weekly, summary emails sent weekly to users. Import key documentations, and Auditor GIS zoning upload.

Zoning Inspector Whytsell stated the billing package pricing is \$8,100.00 billed annually, net 30 days. He also indicated there would be a one-time initial set up price: \$5,400 for a first-year total of \$13,500.00. Thereafter the annual subscription fee is \$8,100.00 and this does not increase.

Fiscal Officer Chessler and Zoning Inspector Whytsell discussed the contract and Fiscal Officer Chessler recommended that the one-time charge and first year recurring cost be paid from the general fund and the Zoning Inspector should include the ongoing annual recurring costs in his zoning budget for next year.

Trustee DeChiara asked if there were other townships using this program. Zoning Inspector Whytsell stated he contacted several surrounding townships for their input in this program and many have used the program for several years.

Trustee DeChiara stated he would suggest we wait until Law Director Mathews reviews this contract and approves. Law Director Mathews stated when the Board goes into executive session, he may be able to review the contract with IWorQ Software Systems.

Trustee Nelligan asked if there is a motion to approve the contract based on the resolution of the Law Director Mathews reviewing the contract of \$8,100.00?

Trustee Miller made a motion to approve the contract with iWorQ Software Systems to purchase and utilize their web-based software in the of \$8,100.00 pending Law Director Mathews approval of the contractual agreement. Seconded by Trustee DeChiara.

ROLL CALL: Ms. Nelligan, yes. Mr. Miller, yes. Mr. DeChiara, yes.

**Law Director:**

**Problem Properties:**

**Executive Session(s):**

**ORC 121.22 (G)(4) collective bargaining matters to include the Board, Fiscal Officer, Law Director and Road**

Trustee Nelligan made a motion that the Board adjourn into Executive Session pursuant to ORC 121.22 (G)(4) collective bargaining matters to include the Board, Fiscal Officer, Law Director and Road Superintendent. Second by Trustee Miller.

ROLL CALL: Ms. Nelligan, yes. Mr. Miller, yes. Mr. DeChiara, yes.

The Board adjourned into Executive Session at: 7:16 pm

The Board adjourned from Executive Session at: 7:32 pm

**ORC 121.22 (G)(1) investigate charges to include the Board, Law Director, Administrator and Fire Chief.**

Trustee Nelligan made a motion that the Board adjourn into Executive Session pursuant to ORC 121.22 (G)(1) investigate charges to include the Board, Law Director, Administrator and Fire Chief. Seconded by Trustee Miller.

ROLL CALL: Ms. Nelligan, yes. Mr. Miller, yes. Mr. DeChiara, yes.

The Board adjourned into Executive Session at: 7:33pm

The Board adjourned from Executive Session at: 7:46 pm

**ORC 121.22 (G)(1) investigate charges to include the Board and Law Director with no action to be taken**

Trustee DeChiara made a motion that the Board adjourn into Executive Session pursuant to ORC 121.22 (G)(1) investigate charges to include the Board and Law Director with no action to be taken. Seconded by Trustee Nelligan.

ROLL CALL: Ms. Nelligan, yes. Mr. Miller, yes. Mr. DeChiara, yes.

The Board adjourned into Executive Session at: 7:47 pm

The Board adjourned from Executive Session at: 8:14 pm

Fiscal Officer Chessler stated the Board adjourned after the 3<sup>rd</sup> and final executive session. One of the matters discussed was the Board consideration of entering into an agreement with iWorQ Software Systems. Law Director Mathews reviewed the contract and there was a motion made to approve the services and contract with iWorQ. Whereas, Perry Township has obtained a quote/proposal for the purchase of the following goods or services: iWorQ web-based software application and services for the Zoning Department. First year services, including set-up, for \$13,500, subject to annual subscription fee of \$8,100.00 and first year paid from General Fund, there after budgeted through Zoning Department.

Whereas the agreement for such purchase is found to be in the best interest of the Township. Now therefore is resolved by the Trustees that the agreement with iWorQ Systems is attached hereto as Exhibit "A" is hereby approved. Trustee DeChiara seconded the Motion, and thereupon, the votes in favor of this resolution were recorded and reflected by the signature hereto.

Trustee DeChiara seconded the motion.

Be it further resolved that it is hereby found and determined that all formal actions of this Board of Township Trustees concerning and relating to the adoption of this resolution were adopted in an open meeting of this Board, and that all deliberations of this Board and any of its committees that resulted in such formal action, were in a meeting open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

**Department Matters Not Requiring Board Action:**

**Administration:**

**Fire Department:**

**Police Department:**

**Road Department:**

**Parks/Recycling:**

**Zoning:**

**Law Director:**

**Announcements:**

**Public Speaks-Open Forum:**

**Adjournment:**

With nothing further to come before the Board, Trustee Nelligan made a motion to adjourn the meeting at 8:20 pm; Seconded by Trustee DeChiara

ROLL CALL: Ms. Nelligan, yes. Mr. Miller, yes. Mr. DeChiara, yes.

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Lisa Nelligan, President

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Craig Chessler, Fiscal Officer